

## **CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE**

**11 September 2023**

**COUNCILLORS PRESENT:** Chairman Cllr Attrill; Councillors Beer, Bicknell, H Broadhurst and Jones.

**In Attendance:** Hilary Blaker (Clerk), Cllrs A Broadhurst, Duguid and Johnson also in attendance.

### **Public Participation:**

There was one member of the public present who advised that the number 44 bus had not been available for service recently due to 'unforeseen circumstances', as advised by Community One. Concern was raised regarding the timetable accuracy as the part time drivers did not seem to be waiting at bus stops until the allotted departure time. The member of public was thanked for their comments which were duly noted.

### **1. APOLOGIES**

Apologies were noted from Cllr Davies and Scott with Councillor Baker not in attendance.

### **2. DECLARATIONS OF INTEREST**

There were none.

### **3. TO ACCEPT THE MINUTES OF THE 17 JULY 2023 COMMITTEE MEETING.**

Following proposal, seconding and on a show of hands these were ACCEPTED.

### **4. MATTERS FOR RESOLUTION**

#### **a) Terms of Reference for Working Party created to review specific policies.**

Following proposal, seconding and on a show of hands there were accepted.

#### **b) Revisions to Equality and Diversity policy,**

#### **c) Revisions to IT, Email and Social Media policy,**

#### **d) Revisions to Privacy policy,**

Following proposal, seconding and on a show of hands items 4b, c and d were approved.

#### **e) To note update on banking mandate change and signatories**

Noted

#### **f) To discuss requirement for and make recommendation for designated email addresses for all Councillors,**

JPAG guidance states that Parish Councils should operate with a .gov.uk or .org.uk email account. This meets external auditor's requirements. Following discussion and review of cost implication this item was proposed, seconded and on a show of hands was accepted.

#### **g) To receive brief update on transition to Unity Trust and Scribe**

A brief update was provided, and acknowledgement was made of existing good diligence.

#### **h) To note update on redesigning of Parish Council website.**

The current work in progress design was presented to Councillors. Following discussion and a request for the existing website to be backed up before switch-over, it was agreed that the new design was a positive change.

### **5. TO NOTE THE FINANCIAL REPORTS:**

#### **i. to receive the 1<sup>st</sup> quarter's draft financial reports and**

#### **ii. to agree the payments made from the SAGE payment summary.**

The 1<sup>st</sup> quarter's draft financial reports as produced in Scribe were received. And following proposal, seconding and on a show of hands the payments were AGREED.

### **6. TO MATTERS TO BE TAKEN TO THE COMMITTEE'S NEXT AGENDA.**

It was requested that a review of the standing orders would be included.

**7. DATE AND TIME OF NEXT MEETING**

The date was confirmed as Monday 23 October 2023, at Fryern Pavilion.

That being all the business the meeting closed at 7.53p.m.

Chairman.....